

VILLAGE OF ALMONT

REZONING PROCEDURES

APPLICATION PROCESS

The applicant obtains the necessary application forms from the Village.

The applicant returns twelve (12) copies of the completed application, accompanied by the fee established by the Village Council. Twelve (12) copies of a feasibility sketch plan shall also be submitted along with the application. The sketch plan is provided for the purpose of ascertaining feasibility and developing the site for its intended purpose and to convey to the Planning Commission the intent and purpose of the request. Review of this preliminary plan does not constitute site plan review.

DISTRIBUTION OF THE APPLICATION

Copies of the application, sketch plan and any other supporting material shall be submitted to the Planning Commission members, Village Manager, Village consultants and other applicable review agencies, as appropriate.

The application will be placed on the next Planning Commission agenda, at which time the Commission will discuss the request and establish a public hearing date. The Commission will hear the applicant's proposal and review the rezoning procedures with the applicant. The Commission may also question the impact of the proposal on adjacent land uses, the neighborhood, and the Village of Almont Master Plan.

NOTICE REQUIREMENTS

After the public hearing is scheduled by the Commission, the Village shall prepare a notice to comply with the requirements of the City or Village Zoning Act. The publication shall include the legal description and the land proposed for rezoning, the existing and proposed zoning, and graphic illustration of the location of the land.

Not less than fifteen (15) days' notice of the time and place of the public hearing shall be published in an official paper or a paper of general circulation in the Village. Not less than fifteen (15) days' notice of the time and place of the public hearing shall also be given by mail to each public utility company and to each railroad company owning or operating any public utility or railroad within the districts or zones affected that registers its name with the Village Clerk for the purpose of receiving the notice. An affidavit of mailing shall be maintained by the Village.

If an individual property or several properties are being considered for rezoning, a notice of the proposed rezoning public hearing shall be given to the owners of the property in question at least fifteen (15) days before the hearing. Copies of the public hearing notice shall also be given to the following:

Village of Almont
Rezoning Procedures
Page Two

- The owners of all parcels disclosed by current tax roles within three hundred (300) feet of the proposed rezoning; and
- The occupants of all single and two-family dwellings within three hundred (300) feet. (The term occupant may be used.)

PLANNING COMMISSION CONSIDERATION

The Planning Commission shall conduct a public hearing on the rezoning request at the date scheduled according to the format prescribed in their Bylaws and Rules of Procedure. The Commission may declare that the public hearing may be tabled or continued to a specified date where there are additional public comments or where additional information is needed. The Commission may also close the formal public hearing and take action at a future Commission meeting.

The Planning Commission, after review, shall have a roll call vote on their recommendation to the Village Council. The Commission shall send a copy of all correspondence, a summary or the minutes of the meeting, and the findings and recommendation to the Village Council.

VILLAGE COUNCIL ACTION

Recommendations from the Village of Almont Planning Commission will be forwarded to the Almont Village Council. The Council has the sole power to approve or disapprove any amendments to the Zoning Ordinance text or map. All amendments shall be placed in ordinance format by the Village Attorney prior to their enactment.

If the zoning amendment is adopted by the Village Council, it shall be published in the newspaper. In the case of an amendment to an existing Zoning Ordinance, either the entire text or a summary of the regulatory effect of the amendment shall be published, together with the effective date of the ordinance and the place and time where a copy of the ordinance may be purchased or inspected.

There is a statutory provision for a referendum on the adopted Zoning Ordinance if, within thirty (30) days after passage, there is filed with the Village Clerk petitions bearing the signatures of qualified and registered voters not less than eight (8) percent of the total vote cast for Governor at the last preceding general election.

After adoption, a copy of the Ordinance shall be posted in the Village Ordinance Book.

ACTION:☐ Approved☐ Denied

Date: _____

Date: _____

Application No: _____

Review Fee: \$ _____

APPLICATION FOR REZONING**VILLAGE OF ALMONT**

APPLICANT'S NAME: _____ ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____

PROPERTY IDENTIFICATION NO: _____

COMPLETE LEGAL DESCRIPTION (Use opposite side or attach separately).

EXISTING ZONING: _____ PROPOSED ZONING: _____ SIZE (in Acres): _____

PROPOSED USE OF PROPERTY: _____

LEGAL OWNER: _____
Name Address PhoneIf petitioner is not the owner, state basis for representative (i.e., Attorney, Representative, Option-to-Buy, etc.):

The applicant is required to submit a concept plan sketch, demonstrating the feasibility of developing the property for its intended use. The following information shall be required:

- Parcel size and shape.
- Size and general location of all building(s) to be included on site.
- Access to the site and arrangement of the parking area.
- Location and use of adjacent buildings.

Twelve (12) copies of the application and feasibility sketch shall be submitted to the Village at least fourteen (14) days prior to a regular Planning Commission meeting. The Planning Commission will set a public hearing for the following meeting. The application or representative must be present at the public hearing.

Signature of Applicant_____
Signature of Legal Owner (if not Applicant)

(Please print/type name below signature)

(Please print/type name below signature)